

## COVID-19 Workspace Safety Plan – Research Commons

This plan requires the review of the operational activities in your workspace to ensure effective controls are in place to prevent the transmission of COVID-19. Management and supervisory staff are responsible for developing and updating this document to meet current government mandated requirements. <https://covid19.ubc.ca/>

Department / Faculty	UBC Library
Facility Location	Research Commons and Koerner Maps area
Proposed Re-opening Date	4 January 2021 (employees only)
Workspace Location	Floor 2 and Floor 4-5 of the Koerner Library

### Introduction to Your Operation

#### 1. Scope and Rationale for Opening

Cartographic collections are an important part of the long-term needs of a wide range of teaching, learning, and research at UBC and at other similar research institutions. Printed physical maps are valuable for their geographic content, and also as artifacts of cartographic printing and design that continue to influence data visualization and digital mapping.

The Koerner Library cartographic collection is one of the largest map collections in Canada. Material in the collections spans the late 19th and 20th century — regarded as an important era of printed cartography as a result of prolific war-time surveying and map production, an influential commercial map publishing industry, the rapid advancement of surveying technologies, and the emergence of Geographic Information Systems (GIS).

To create better discoverability and access to this collection, maps need to be inventoried and described. It is necessary to do this work on site, where the maps are. We are interested to bring a small number (2) of Research Commons team members in to work twice a week on this project starting with January 4, 2021. They will also be joined by two members from Koerner circulation to assist with cataloguing and shelving work.

Moreover, we would like to bring three (3) more team members, once a week each, on other weekdays (not overlapping with the Maps team) to perform their job duties on campus. To coordinate this, we have worked closely with Shauna Barry, Manager, Koerner Library.

Overall, this plan addresses five (5) Research Commons employees and two (2) Koerner Circulation employees. Seven (7) employees in total.

#### Guiding Principles

- The health and well-being of staff is paramount

## Research Commons / Maps Inventory COVID-19 Safety Plan

- The orders, notices and guidance of the Provincial Health Officer will be followed
- Procedures will be based on recommendations from UBC, COVID-19 UBC Safety Plan Completion Checklist, BC's Restart Plan, WorkSafeBC and the BC Centre for Disease Control

We are proposing that:

- 2 Research Commons team members be on site two days a week for Maps Inventory work (Tuesday and Wednesday)
- 2 Koerner Library Circulation staff member to be on site one day a week for Maps Inventory work (Wednesday) (they might be on site for other projects already)
- 3 Research Commons employees will be on site one day a week each (Monday, Thursday, Friday), no more than 2 people on site on the same day and not overlapping with the Maps inventory team

Before working on site, our staff members will need to read through and agree to a number of guidelines, such as the requirement to comply with 2-metre physical distancing guidelines, not to let unauthorized patrons into the building, to wear a non-medical mask while in the building, and verify that they are not experiencing COVID-like symptoms.

The following risks are considered in accordance with <https://srs.ubc.ca/covid-19/safety-planning/determining-safety-plan-risk/>

- Risk #3 – The workplace or activity is indoors and windows cannot be opened  
Employees are indoors, windows do not open in Koerner Library. Employees primarily work in a space by themselves. Masks are required in shared indoor spaces, and there is ample room to physically distance by 2 metres or more.
- Risk #4 – Employees/students/visitors have frequent contact with high-touch surfaces (service counters, map drawers)  
Employees have frequent contact with door and drawer handles and table surfaces. Strict cleaning protocols are in place.

Note: Applicable risk factors (from above) are listed may be subject to change based on COVID-19 developments and Campus operations, and will be addressed as part of the monitoring requirements.

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This plan has been reviewed by the Teal Zone Facilities Manager, the Director of Custodial Services, our SRS Contact.

UBC Library Joint Occupational Health & Safety Committee (JOHSC) will be sent this Safety Plan within 30 days of its commencement, and the plan will be revised as necessary.

## Section #1 – Regulatory Context

### 2. Federal Guidance

- We consulted the Government of Canada’s [Risk mitigation tool for workplaces/businesses operating during the COVID-19 pandemic](#) and [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#).

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### 3. Provincial and Sector-Specific Guidance

- We have sought guidance from the [BC COVID-19 Go-Forward Management Strategy](#), [BC’s Restart Plan: “Next Steps to move BC through the pandemic”](#), [BC Centre for Disease Control Prevention and Risks](#), and the [BC COVID-19 Self Assessment Tool](#).

<b>4. Worksafe BC Guidance</b>
<b>We have also sought guidance from:</b> <ul style="list-style-type: none"><li>● <a href="#">COVID-19 and returning to safe operation - Phases 2 &amp; 3</a></li><li>● <a href="#">Worksafe COVID-19 Safety Plan</a></li><li>● <a href="#">Worksafe: Entry Check for Workers</a></li><li>● <a href="#">Worksafe: Entry Check for Visitors</a></li><li>● <a href="#">WorkSafeBC Protocol: Offices</a></li><li>● <a href="#">WorkSafeBC Protocols: Post-Secondary Education</a></li></ul>
<b>5. UBC Guidance</b>
<b>We have also reviewed all of the following UBC guides:</b> <ul style="list-style-type: none"><li>● <a href="#">COVID-19 Campus Rules</a></li><li>● <a href="#">Guidelines for Preparing for Reoccupancy</a></li><li>● <a href="#">Guidelines for Safe Washroom Reoccupancy</a></li><li>● <a href="#">COVID-19 Safety Plan Addendum: Required Non-Medical Masks</a></li><li>● <a href="#">UBC Employee COVID-19 PPE Guidance</a></li><li>● <a href="#">Building Operations COVID-19 website</a> - Service Level Information</li><li>● <a href="#">UBC Employee COVID-19 Physical Distancing Guidance</a></li><li>● <a href="#">Preventing COVID-19 Infection in the Workplace</a></li><li>● <a href="#">UBC Space Planning and Reoccupancy Tool</a></li><li>● <a href="#">UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning</a></li></ul>
<b>6. Professional/Industry Associations</b>
<b>And, we have reviewed these Library Association guides:</b> <ul style="list-style-type: none"><li>● <a href="#">BCLA's Back to the Office Guidelines for Staff and Co-workers</a></li><li>● <a href="#">IFLA - COVID-19 and the Global Library Field - Reopening Libraries</a></li></ul>

## Section #2 - Risk Assessment

As an employer, UBC has been working diligently to follow the guidance of federal and provincial authorities in implementing risk mitigation measures to keep the risk of exposure as low as reasonably achievable. This is most evident in the essential service areas that have remained open on campus to support the institution through these unprecedented times. These areas have been very active with respect to identifying and mitigating risks, and further re-evaluating the controls in place using the following risk assessment process.

Prior to opening or increasing staff levels:

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Where your organization belongs to a sector that is permitted to open, but specific guidance as to activities under that sector are lacking, you can use the following risk assessment approach to determine activity level risk by identifying both your organization's or activity's contact intensity and contact number, as defined below:

1. What is the contact intensity in your setting pre-mitigation – the type of contact (close/distant) and duration of contact (brief/prolonged)?
2. What is the number of contacts in your setting – the number of people present in the setting at the same time? As a result of the mass gatherings order, over 50 will fall into the high risk.

One or more steps under the following controls can be taken to further reduce the risk, including:

- Physical distancing measures – measures to reduce the density of people
- Engineering controls – physical barriers (like Plexiglas or stanchions to delineate space) or increased ventilation
- Administrative controls – clear rules and guidelines
- Personal protective equipment – like the use of respiratory protection

**7. Contact Density (proposed COVID-19 Operations)**

Describe the type of contact (close/distant) and duration of the contact (brief/prolonged) under COVID operations - where do people congregate; what job tasks require close proximity; what surfaces are touched often; what tools, machinery, and equipment do people come into contact with during work

### **Library Employees**

This is a small scale, staff-only project, with no public contact and limited interaction between the employees. The work will be done in a large open space containing the map collection (Koerner Library floor 2) and in personal offices with doors. The employees in the building will be working at a 2-metre physical distance. Contact will be distant, and brief, to discuss various logistical issues with the maps' collections. All employees will be wearing masks when in shared indoor spaces as required by UBC policies.

High touch surfaces include:

- Maps drawers
- Washrooms
- Photocopiers, printers, and scanners

The employees will be provided with paper towels and a bottle of Germosolve5 and be asked to clean the map drawer handles before and after each use.

Washrooms will be cleaned by custodial (designated washrooms are in rooms Koerner 484, 444 and 253, 264 and 265), according to their cleaning protocols. Research Commons employees also have individual doored office spaces to be in while not working on maps projects.

The Koerner circulation staff will be physically distanced in their mostly-unpopulated work spaces as they do now.

**8. Contact Number (proposed COVID-19 Operations)**

Describe the number of contacts in your proposed COVID-19 operational setting (# of people present in setting at same time)

- Based on guidelines provided in the [UBC Space Planning and Reoccupancy Tool](#), we will not exceed 30% team occupancy, per day in the building.
- Building occupancy will be controlled with the following approach:
  - The Research Commons employees will be booked ahead of time for their days in the building.
  - The Head will keep a spreadsheet of who is on site and when, and will also track daily self-assessments on this spreadsheet.
  - No more than two Research Commons employees will be on site on the same day
  - Koerner circulation staff will be on site to work with and support the Research Commons employees, up to two team members / day.

**9. Employee Input/Involvement**

Detail how you have met the MANDATORY requirement to involve frontline workers, Joint Occupational Health and Safety Committees, and Supervisors in identifying risks and protocols as part of this plan

- All relevant facilities managers have been involved in the development of this safety plan

Others who have reviewed/been consulted with regards to the plan include:

- SRS File Coordinator Contact for UBC Library
- The UBC Library JOHSC will review this plan within 30 days of its commencement, and the plan will be revised as necessary
- All Research Commons employees have reviewed and provided input on this plan

**10. Worker Health**

Detail how all Supervisors have been notified on appropriate Workplace Health measures and support available and how they will communicate these to employees



## Research Commons / Maps Inventory COVID-19 Safety Plan

- Research Commons' Head will be responsible for ensuring that all staff who will be working in-person will have received proper training on all safety protocols prior to beginning work on site, as outlined in this Safety Plan.
- All staff participating will receive a copy of this plan by email.
- All staff working on site will be encouraged to report any concerns related to COVID-19 safety protocols immediately so that any unforeseen issues can be rectified immediately.
- Staff will also be directed to <https://wellbeing.ubc.ca/wellbeing-campaigns-and-initiatives/thrive> for more information regarding supports available to them.

### **11. Plan Publication**

Describe how you will publish your plan ONLINE and post in HARD COPY at your workplace for employees and for others that may need to attend site

- The final copy of our detailed COVID-19 Safety Plan posted online to UBC Library's COVID-19 response website <https://services.library.ubc.ca/covid-19-response> .
- An electronic copy of the plan will be sent to each Research Commons employee
- A hard copy will be placed next to the map re-shelving box, a location in a large open space accessible to all team members.

### Section #3 – Hazard Elimination or Physical Distancing

Coronavirus is transmitted through contaminated droplets that are spread by coughing or sneezing, or by contact with contaminated hands, surfaces or objects. UBC’s goal is to minimize COVID-19 transmission by following the safety hierarchy of controls in eliminating this risk, as below.

The following general practices shall be applied for all UBC buildings and workspaces:

- Where possible, workers are instructed to work from home.
- Anybody who has travelled internationally, been in contact with a clinically confirmed case of COVID-19 or is experiencing “flu like” symptoms must stay at home.
- All staff are aware that they must maintain a physical distance of at least 2 meters from each other at all times
- Do not touch your eyes/nose/mouth with unwashed hands
- When you sneeze or cough, cover your mouth and nose with a disposable tissue or the crease of your elbow, and then wash your hands
- All staff are aware of proper handwashing and sanitizing procedures for their workspace
- Supervisors and managers must ensure large events/gatherings (> 50 people in a single space) are avoided
- Management must ensure that all workers have access to dedicated onsite supervision at all times.
- All staff wearing non-medical masks are aware of the risks and limitations of the face covering they have chosen to wear or have been provided to protect against the transmission of COVID-19. See [SRS](#) website for further information.

#### **12. Work from Home/Remote Work**

Detail how/which workers can/will continue to work from home (WFH); this is required where it is feasible

- Most team members will continue to work from home
- Only up to 30% of team members will be on site on any specific day (up to 2 Research Commons team members a day), the schedule will be managed by the Unit’s Head
- While on site, each Research Commons team member will have an individual office to work in

**13. Work Schedule Changes/Creation of Work Pods or Crews or Cohorts**

For those required/wanting to resume work at UBC, detail how you are able to rescheduling of workers (e.g. shifted start/end times) in order to limit contact intensity; describe how you may group employees semi-permanently to limit exposure, where necessary

- All work will occur between 9am to 5pm, Monday to Friday
- 2-metre physical distancing procedures will apply at all times
- All team members will wear masks when in public areas
- The same team members will be scheduled for the same weekdays on a permanent basis, for instance the Head will be on site on Mondays and Fridays. All schedules will be kept in a spreadsheet managed by the unit's Head.

**14. Spatial Analysis: Occupancy limits, floor space, and traffic flows**

Describe or use UBC building plans (or do both, where appropriate) to identify and list the rooms and maximum occupancy for each workspace/area, explaining your methodology for determining occupancy

The Research Commons Head did a detailed walkthrough of the building, with an eye to COVID occupancy that would allow for 2-metre physical distancing while working.

- While not working on physical maps, each team member will work alone in their individual office in the Research Commons or in Circulation staff areas remaining at a safe physical distance from others.
- The Koerner elevator is restricted to double occupancy (signage already in place)
- Library employees will follow posted traffic flow decals, including directionality in stairwells. While work in the Maps section on floor 2 (a wide-open large space with excellent sightlines) of the Koerner Library and when moving between spaces, all team members will remain 2 meters away from each other and will wear a mask. Directional arrows will be posted on the site as indicated in **Appendix B**.

**15. Accommodations to maintain 2 meters distance**

Please detail what accommodations/changes you have made to ensure employees can successfully follow the rule of distancing at least 2 meters from another employee while working

**In office space**

- Each Research Commons team member will have access to their individual office space on Floor 4 or 5 of the Koerner Library
- The Koerner circulation team members supporting this project will continue their work as per the Materials Pick-Up Service Safety Plan - <https://services.library.ubc.ca/safety-plans/>

**In shared spaces**

For keeping distance between employees, the following interventions will be in place

- Library employees will follow institutional policies as described in “[UBC Employee COVID-19 Physical Distancing Guidance](#)”. A minimum 2 meters will be maintained between individuals.
- Lunch rooms/staff rooms will be used in accordance with the UBC Library COVID-19 Staff Room Safety Procedures - <https://services.library.ubc.ca/safety-plans/>
- Signage will be placed on washrooms indicating occupancy and every other sink and washroom stall will be placed out of order.
- The Koerner elevator is restricted to double occupancy. (signage already in place)
- Library employees will follow posted traffic flow decals, including directionality of stairwells
- Meetings rooms will not be accessed. Any meetings between staff working on campus will continue to be held virtually
- Dedicated washrooms on Level 4 in Research Commons are in Room 444 and Room 484; and 263, 264 and 265 on Level 2

**16. Transportation**

Detail how you are able to (or not) apply UBC's COVID-19 vehicle usage guidelines to the proposed operational model - if you cannot apply these guidelines, please describe alternative control measures

- We have reviewed the [UBC Employees COVID-19 Use of Shared UBC Vehicles guidance document](#) and it is not applicable as we will not be using vehicles for the maps inventory work.

### **17. Worker Screening**

Describe how you will screen workers: 1) exhibiting symptoms of the common cold, influenza or gastrointestinal; 2) to ensure self-isolation if returning to Canada from international travel; and 3) to ensure self-isolation if clinical or confirmed COVID-19 case in household or as medically advised

- Employees will complete the BC Self-Assessment before leaving for work on-site each day. If they answer 'no' to all of the questions, then they will directly confirm to a supervisor (or designate) that they have completed a daily self-assessment for symptoms of COVID-19. If they answer 'yes' to any of the questions, they will follow the guidance provided by the BC Self-Assessment Tool and communicate with their supervisor by phone or email if it impacts their ability to attend work in person. Supervisors will keep a record of confirmation on a spreadsheet.
- The following sign will be posted on the entry doors (front and back and Koerner 4 and 5 floors):
- [WorkSafeBC: Entry Check for Workers](#)
- [WorkSafeBC: Entry Check for Visitors](#)
- If staff are unwell and exhibiting any symptoms that may suggest a COVID-19 infection, they must leave and NOT return to the workplace. They must complete the BC self-assessment tool (<https://bc.thrive.health/>) and follow instructions.

### **18. Prohibited Worker Tracking**

Describe how you will track and communicate with workers who meet categories above for worker screenings

- Employees feeling ill, with any common cold, influenza or COVID-19-like symptoms, will be asked to stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve.
- The direct supervisor will use the Library's internal systems to track any workers who cannot attend work due to one or more of the three categories of restriction (as defined by WorkSafeBC).

- Unit Head will report to Associate University Librarian who will report to the University Librarian. Following this, we will reach out to our Safety and Facilities Officer for further direction.

## Section #4 – Engineering Controls

### 19. Cleaning and Hygiene

Detail your cleaning and hygiene plan, including identification for hand-washing stations and the cleaning regimen required to be completed by your departmental staff (i.e. non-Building Operations) for common areas/surfaces

- Custodial standards will apply per [Building Operations COVID-19 website](#)
- Custodial Services will clean the designated washrooms through the building and high touch point areas in main corridors, elevators and stairways once per day and once during the evening shift. Designated washrooms on level 4 are Rooms 444 and 484, and on Level 2 are Rooms 263, 264 and 265
- Signage will identify designated washrooms and hand washing stations.
- Custodial Services do not clean equipment. Accordingly and per the [UBC COVID-19 Guidance on Cleaning Standards and Recommendations for Supplementary Cleaning](#), employees will clean the maps drawers before and after each use.
- Employees will wash their hands before and after each shift, break, and period of work in the map area on floor 2.
- Employees will clean their personal workstation when they arrive that day with Germosolve 5 and paper towel.

### 20. Equipment Removal/Sanitation

Detail your appropriate removal of unnecessary tools/equipment/access to areas and/or adequate sanitation for items that must be shared that may elevate risk of transmission, such as coffee makers, kettles, shared dishes and utensils

- Staff will be provided with an internal procedures document outlining the steps for daily procedures. This document will include what surfaces need to be sanitized, when and with what disinfectant. Please see **Appendix A**.

- Printers, scanners and photocopiers will be cleaned by employees prior to and after use.
- Staff will be provided with an internal procedures document outlining the steps for usage. Please see **Appendix A**.
- Lunch rooms/staff rooms will be used in accordance with the UBC Library COVID-19 Staff Room Safety Procedures - <https://services.library.ubc.ca/safety-plans/>
- Water cooler has a sign: Do Not Use.
- Water fountains are already taped off.
- Water refill stations are available for use.

**21. Partitions or Plexiglass installation**

Describe any inclusion of physical barriers to be used at public-facing or point-of-service areas

There are no public-facing or point-of-service areas in this proposal, we do not require plexiglass installations at this point

**Section #5 – Administrative Controls**

**22. Communication Strategy for Employees**

Describe how you have or will communicate the risk of exposure to COVID-19 in the workplace to your employee, the conduct expectations for the employee's physical return to work around personal hygiene (including use of non-medical masks), the familiarization to contents of this plan, including how employees may raise concerns and how you will address these, and how you will document all of this information exchange

- Only selected workers will be returning to the workplace; following an established schedule, managed by the Research Commons Head. These workers will participate in training related to mitigating risk; the supervisor will share and post written procedures and protocols for mitigating risk; when workers need to raise questions, they will raise them to their supervisor who will follow-up in order to respond to or escalate them appropriately.

- Supervisors will communicate self-screening protocols to workers by email, online or phone. Signage will be posted. Expectations are that workers will notify supervisors if they are ill and that, if ill, they will not come into the workplace.
- Workers will raise health and safety concerns with Supervisors and Unit Heads via email, online or phone. Unit Heads will follow-up with Associate University Librarians and other relevant groups to resolve any issues.

### **23. Training Strategy for Employees**

Detail how you will mandate, track and confirm that all employees successfully complete the [Preventing COVID-19 Infection in the Workplace](#) online training; further detail how you will confirm employee orientation to your specific safety plan

- All employees will be required to complete UBC's '[Preventing COVID-19 Infection in the Workplace](#)' online training module. The Research Commons Head will be responsible for tracking staff completion as well as site-specific training.
- Existing signage related to screening as outlined in question 25 will be in place at the work entrance of each Library (WorkSafeBC: Entry check for Workers and Visitors - <https://www.worksafebc.com/en/resources/health-safety/posters/help-prevent-spread-covid-19-entry-check-visitors> ).

### **24. Signage**

Detail the type of signage you will utilize and how it will be placed (e.g. floor decals denoting one-way walkways and doors)

#### UBC Provided Signage

- [Entry Checklist](#) to be posted on all Library entrances
- [Please do not use](#) signs for washrooms not in use
- [Please do not use this sink](#) for sinks external to washrooms that are not designated handwashing stations
- [Elevator limit signage](#)
- [One Way](#) directional signage for spaces with more than one employee
- [Keep right](#) signage for hallways

#### Digital Signage

- Cover your cough
- Do your part
- Physical Distancing



## 25. Emergency Procedures

Recognizing limitations on staffing that may affect execution of emergency procedures, detail your strategy to amend your emergency response plan procedures during COVID-19. Also describe your approach to handling potential COVID-19 incidents

- In the event of an emergency, employees working on site will go to the established Muster Area for Koerner Library, as indicated in the Koerner Library BERP - <https://koerner-library.sites.olt.ubc.ca/files/2020/11/Building-Emergency-Response-Plan-Koerner-Library-Dec2019-1.pdf>.
- Employees will re-familiarize themselves with the locations of fire exits and fire extinguishers, and confirm their knowledge of the established muster area with their supervisor, who will track this.
- If the designated floor warden or muster captain is not on site, the staff working in the space should report to Firefighters regarding the condition of their space.
- If there is an immediate threat to personal health and safety, workers will contact Campus Security and call 911.

Handling potential Covid-19 incidents:

- Suspected positive incidents are to be reported to the Supervisor and documented by the Supervisor in CAIRS as well as by emailing [ready.ubc@ubc.ca](mailto:ready.ubc@ubc.ca)
- UBC COVID-19 exposure information can be found on the [SRS webpage](#)
- Direct people who are unsure about what they should do to the [BC Self Assessment tool](#)
- [OPH Programs and Services](#) remain available to all staff, faculty, and paid students who have questions or concerns about their health and safety in the workplace, including questions around COVID-19.
- If there was a confirmed positive incident, SRS would defer to the government response protocols and rely on their direction. UBC would provide assistance as requested

## 26. Monitoring/Updating COVID-19 Safety Plan

Describe how you will monitor your workplace and update your plans as needed; detail how employees can raise safety concerns (e.g. via the JOHSC or Supervisor) - plan must remain valid and updated for next 12-18 months

The Research Commons Head will monitor this COVID-19 Safety Plan on a monthly basis, for up to 18 months, and update as needed and refresh the version on the website and any posted hard copies will be updated.

All Research Commons staff will receive a copy of the new plan either electronically or in hard copy. Employees may raise concerns through their Head, who will bring them to the attention of the AUL Research.

**27. Addressing Risks from Previous Closure**

Describe how you will address the following since the closure: staff changes/turnover; worker roles change; any new necessary training (e.g. new protocols); and training on new equipment

- All employees working on site will be required to complete [UBC's Preventing COVID-19 Infection in the Workplace](#) online training module.

## Section #6 – Personal Protective Equipment (PPE)

### 28. Personal Protective Equipment

Describe what appropriate PPE you will utilize and how you will/continue to procure the PPE

- Following the information provided in the UBC Employee [COVID-19 PPE Guidance](#), PPE is not required for this project as there is no direct interaction with the public, and a 2 meter distance will be adhered to at all times.
- Masks will be worn in accordance with [UBC's guidelines on wearing a non-medical mask](#).

## Section #7 – Non-Medical Masks

### 29. Non-Medical Masks

Describe your plan to inform faculty and staff on the wearing of non-medical masks

As part of UBC's commitment to the health and safety of our community and the responsibility we all share in preventing the potential for COVID-19 transmission, students, faculty, staff and visitors are required to follow UBC's COVID-19 Campus Rules when on our campuses. These rules include the requirement to wear non-medical masks in common indoor spaces.

Mask should be worn at all times when indoors unless in a solo office. See <https://srs.ubc.ca/covid-19/health-safety-covid-19/non-medical-masks/?login> for more information

If workers feel more comfortable wearing their non-medical mask throughout the workday while at their assigned work station, following proper hygiene practices when donning and doffing the non-medical mask is important. Workers should refrain from adjusting the mask and avoid touching their face.

## Section #8 – Acknowledgement

### 30. Acknowledgement

The plan must demonstrate approval by the Administrative Head of Unit, confirming: 1) the Safety Plan will be shared with staff and how; 2) staff will acknowledged receipt and will comply with the Safety Plan.

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**Date** December 18, 2020  
**Name (Manager or Supervisor)** Susan Parker  
**Title** University Librarian

Research Commons / Maps Inventory COVID-19 Safety Plan

**Faculty and Staff Occupying Workspace**

Confirmation of Understanding

Name	Email	



# Procedures for Research Commons COVID Operations

December 9, 2020

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### Planning Team

Name	Unit
Eugene Barsky	Head, Research Commons
Sarah Blay	Program Coordinator, Research Commons
Jeremy Buhler	Data Librarian, Research Commons

### Guiding Principles

- The health and well-being of staff, students and faculty is paramount
- The orders, notices and guidance of the Provincial Health Officer will be followed
- Procedures will be based on recommendations from UBC, COVID-19 UBC Safety Plan Completion Checklist, BC's Restart Plan, WorkSafe BC and the BC Centre for Disease Control

### Employee Safety Protocols

- If working alone, there will be a communication protocol to connect with a supervisor on a regular basis
- Wash hands frequently observing handwashing guidelines posted by sinks. If there is no immediate access to soap and water, use hand sanitizer
- Ensure appropriate Personal Protective Equipment and cleaning supplies are in stock (list below). Contact your direct supervisor if supplies are running low
- Practice physical distancing for all in-library activities
- While physical distancing is paramount, we recommend that you also wear your own non-medical face mask during your shift. Please see [UBC's guidelines on using a non-medical masks](#) and watch the associated video
- Limit rooms/spaces in use: two washrooms defined for use in the Research Commons. Dedicated washrooms on level 4 in Research Commons are in Room 444 and Room 484
- Use employee lunch rooms or other shared gathering spaces according to the posted guidance
- Do not use the water fountains or water coolers. Water refill stations may be used.
- If you feel ill, with any common cold, influenza or COVID-19-like symptoms, you must stay home and isolate for 10 days following the onset of symptoms or until symptoms resolve

### Safety Supplies and Cleaning Protocols

To ensure the safety and health of library staff and patrons, this plan will require:

- Disinfecting cleaner
- Hand sanitizer
- Gloves

- Face Masks
- Disinfecting wipes

## **General Procedures**

### **Using Shared Workstations and Spaces**

1. There will be no shared workstations for this project
2. Clean the map drawer handles before and after each use
3. Clean photocopiers, scanners, and printers before and after each use.

### **Frequent hand washing throughout the day.**

Wash your hands frequently, particularly if handling in coming or in process materials. Do not give germs a chance.

# Appendix B: Floor maps

Figure 1: Map Area on Level 2 with walking arrows

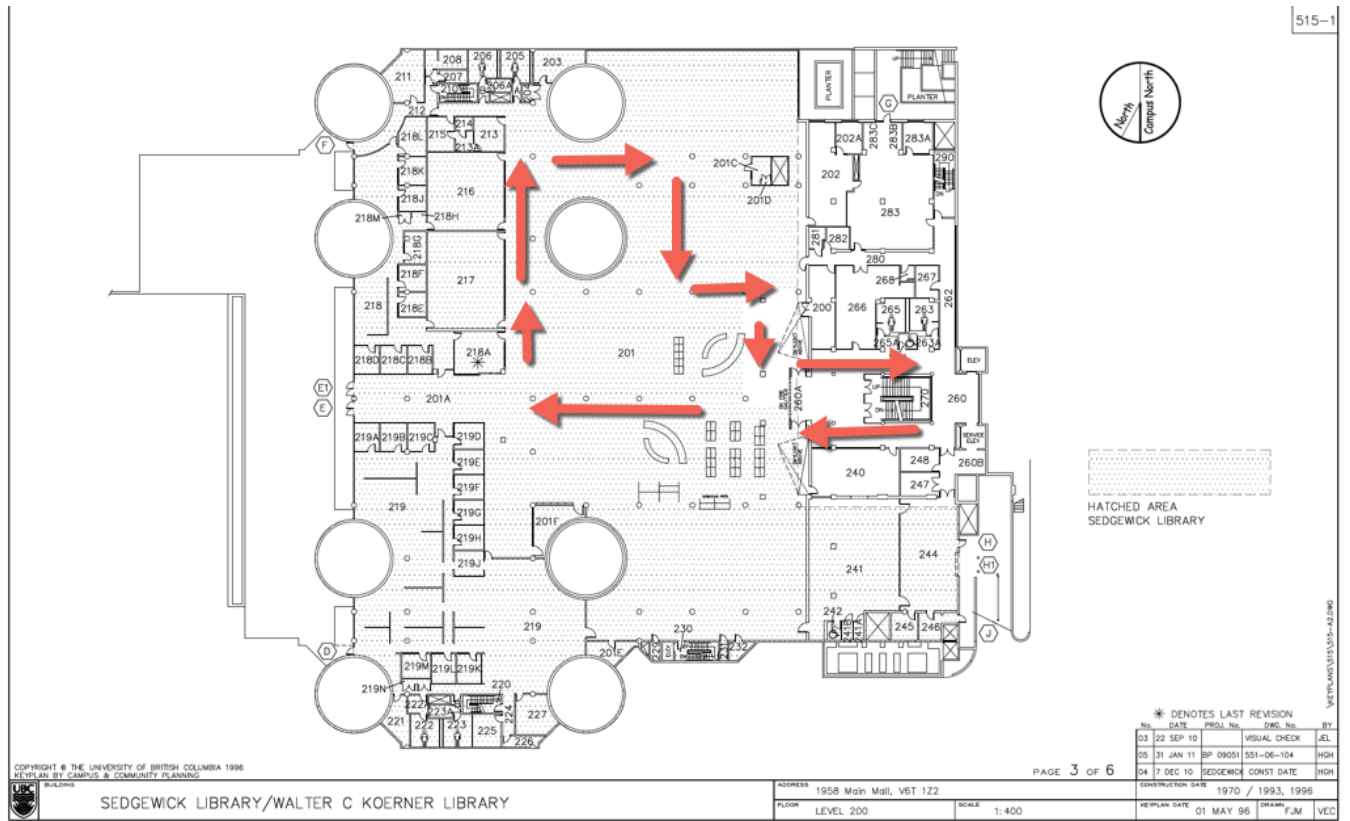




Figure 2: Koerner level 4 with walking arrows



Figure 3: Koerner level 5 with walking arrows.

- Please note that on Level 5 we cannot build a circular walking path as it is a cul-de-sac situation at the end of the corridor



